

## ***About the Directory***

### **What is the Alumni Small Business Directory?**

The Alumni Small Business Directory is an accessible online platform for Dartmouth alumni in small business to promote their products and services and for alumni and Dartmouth community members to access information regarding those businesses.

### **Does the business need to be affiliated with a Dartmouth alum to qualify?**

Yes. Dartmouth would like to support all small businesses; however, this directory is meant to support fellow Dartmouth alumni.

### **What qualifies as a *small business*?**

The Small Business Administration (SBA) defines a small business by industry and according to the number of employees and average annual receipts. You can find guidance (as well as your NAICS code which you will enter into the form) [here](#).

### **Who can view my listing?**

All listings in the Alumni Small Business Directory will be publicly available for viewing and browsing.

### **Is Alumni Relations providing financial support to businesses in the directory?**

No, this is simply a listing of businesses and a means for alumni to support and connect with other alumni. Alumni Relations is not providing financial assistance to specific businesses.

### **Is there a fee to register my business in the Directory? How many businesses may I list?**

There is no cost to register your business. Alumni may enter up to two businesses in the Directory.

### **I'm a Dartmouth alumnus/a, do I get any discounts?**

Our alumni have businesses including a variety of goods and services. When applicable, and at the owner's discretion, discounts may be offered. When offered, discounts will be described on the individual business listing.

### **I have further questions and/or feedback about this initiative. With whom should I speak?**

We look forward to hearing from you! Contact a member of the Alumni Relations [Dartmouth for Life team](#).

### ***Technical Assistance***

**The form is asking for my NetID and password, which I've forgotten. What can I do?**

Use the self-service password reset process at [myaccount.dartmouth.edu](http://myaccount.dartmouth.edu) to set or reset your password. You will be prompted for your name or NetID and then be given options for verifying your identity. Once your identity is verified by making use of one of the options, you will be able to set or reset your password.

You may also contact the Alumni Help Desk, [alumni.help@dartmouth.edu](mailto:alumni.help@dartmouth.edu), for assistance.

**I noticed a typo in my listing. How do I edit my information?**

Once you complete and submit your registration, you can return to the form at any time to edit your listing. Access the [Small Business Directory](#) registration form to make edits, corrections, or deletions.

**How do I delete or de-list my listing?**

Access your listing via the [Small Business Directory](#) registration form. Uncheck the box "I agree to have my business listed within the Alumni Small Business Directory." This will de-list your business. You may return to the listing at any time and re-list the business by checking the box.

**I entered my business's website address, but I get an error message when I click on the link in my directory listing. What's happening?**

Be sure to enter all website addresses (including those for your business's social media sites) using the full address, e.g., <http://www.alumni.dartmouth.edu>.